



**KINGSTONE ACADEMY TRUST  
APPROVED POLICY DOCUMENT**

<b>Freedom of Information Policy</b>	
<b>Relevant School/s:</b>	<b>KHS and KTPS</b>
<b>Policy Officer:</b>	<b>Sally Spreckley</b>
<b>Approval:</b>	<b>Delegated</b>
<b>Date of Review:</b>	<b>November 2020</b>
<b>Next Review:</b>	<b>3 years or upon legislative change</b>
<b>Distribution:</b>	<b>Public, on website</b>

# Freedom of Information Policy

## 1. Introduction and Context

This is the Kingstone Academy Trust Publication Scheme on information available under the Freedom of Information Act 2000

## 2. Definition

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## 3. Aims

**Kingstone Academy Trust aims to:**

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
  - help every child develop the skills, knowledge and personal qualities needed for life and work,
- and this publication scheme is a means of showing how we are pursuing these aims.

### **Categories of information published:**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Information – information published on the school website
- Trustees' Documents – information published in governing body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Kingstone Academy Trust  
Kingstone, Hereford,  
HR2 9HJ

[www.kingstoneacademy.co.uk](http://www.kingstoneacademy.co.uk)

[khsadmin@kingstoneacademy.co.uk](mailto:khsadmin@kingstoneacademy.co.uk)

[ktpsadmin@kingstoneacademy.co.uk](mailto:ktpsadmin@kingstoneacademy.co.uk)

Tel: 01981 250224 High School

Tel: 01981 250338 Primary School

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

### **Paying for Information**

Information to be published on our website will be free, although you may incur costs from your Internet service provider. If you don't have Internet access, you will be able to access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

### **Classes of Information Currently Published**

If you require information about documents we publish, please contact the school.

## **4. Actions and Responsibilities**

The board of trustees is responsible for maintenance of this scheme.

## **5. Monitoring and review**

Upon Legislative change.

## **6. Notes to the Policy**

### **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Executive Headteacher at Kingstone High School.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be

addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

***Policy approved by staff: Spring 2012***

***Date established by the governing body: September 2012***

***Date for full implementation: September 2012***

***Reviewed: December 2016.***

***Date for Review December: 2019***

***Reviewed: November 2020***